

1. **Applicability of these Rule.**— (1) Except hereinafter or otherwise provided, these Rules shall apply to all development and construction including,—

(i) **all developments, redevelopments, erection or re-erection, design, construction or reconstruction and additions and alterations to a building;**

(ii) part Construction where the whole or part of a building is demolished or altered or reconstructed, except where otherwise specifically stipulated, these Rules shall apply only to the extent of the work involved;

(iii) change of use or Occupancy where use of a building is changed, except where otherwise specifically stipulated, these Rules shall apply to all parts of the building affected by the change;

(iv) reconstruction where the reconstruction in whole or part of a building which has ceased to exist due to fire, natural collapse or demolition having been declared unsafe, or which is likely to be demolished by or under an order of the Authority as the case may be and for which the necessary certificate has been given by the Authority shall be allowed subject to these Rules.

(2) Nothing in these Rules shall require the removal, alteration or abandonment or prevent continuance of the lawfully established use or occupancy of any existing approved building.

2. **Written Permission for development.**— (1) Subject to section 47 and 58 of the Tamil Nadu Town and Country Planning Act 1971 (Tamil Nadu Act 35 Of 1972) no person shall carry out any development or construction of building or structure, subdivision, layout, reconstitution or amalgamation of land or change of use of land or building without the written permission of the competent authority.

Explanation.— Such written permission shall include an electronic version issued with the digital signature of the competent authority.

(2) Any site approval or Permission for any development/ construction under these rules shall not absolve the applicant of his responsibilities to get clearance or permission under other Acts and Rules, if so required.

3. **Competent Authority.**— (1) The competent authority for issue of planning permission in Chennai Metropolitan Area is, the Chennai Metropolitan

Development Authority or a Local Authority concerned to whom the Chennai Metropolitan Development Authority has delegated the powers for issue of Planning Permission.

- (2) The competent authority for issue of Planning Permission in the rest of the State is, the Appropriate Planning Authority delegated by the Director or any other Officer to whom the power is vested with to carry out certain activities like receiving application and to issue permission as prescribed in various provisions of these Rules.
- (3) The competent authority for issue of building permit is the Executive Authority of Local Body or any Agency or person to whom the powers to implement these rules have been delegated by the Executive Authority.

PART – II

Manner of Obtaining Permission

4. **Application for Planning Permission and Building Permit.**— (1) For the purpose of obtaining planning permission or building permit, the applicant who should be the owner of the land or leaseholder or power of attorney holder who has right over the land to develop, shall submit an application on-line in the prescribed Form to the competent authority.
- (2) The following operational constructions and installations of Government, whether temporary or permanent, which are essential for the operation, maintenance, development or execution of any of the following services are exempted from applying under these Rules;-
 - (i) Railways;
 - (ii) National Highways;
 - (iii) National Waterways;
 - (iv) Major ports;
 - (v) Airways and Aerodromes;
 - (vi) Posts & Telegraphs, Telephone, Wireless, Broadcasting and other like forms of communications;
 - (vii) Regional grid for Electricity;
 - (viii) Defence;
 - (ix) Metro Rail and
 - (x) Minor ports;
- (3) The departments or agencies specified in sub-rule (2), which are exempted from seeking approval, shall send in advance to the competent authority the details of the development they intend to carry

out for information and records of the competent authority and local body.

- (4) When any department of the State government or the Central government other than those specified in sub-rule (2), intends to carry out development of any land or building, the officer in charge of the same shall apply in writing in the Form with necessary documents and plan to the competent authority and obtain clearance for the intended development complying with these rules.
- (5) Government departments are exempted from the payment of scrutiny fee or any other fee or charge.
- (6) The plan submitted under sub-rule (4) shall be prepared by a qualified architect or engineer and structural aspects of the design shall be certified by a qualified structural engineer.

An application in Form - A in Annexure - I accompanied by proof of ownership, plans, specifications, etc., mentioned therein shall be submitted to the competent authority in case of subdivision or layout or reconstitution or amalgamation of land for building purposes.

- (7) An application in Form - B in Annexure - II accompanied by proof of ownership, detailed plans, specifications, site plan, key plan and topo plan showing existing developments to a radius of 100 metres drawn to a scale of 1:500 and such other details as may be required from time to time shall be submitted to the competent authority, in the case of development of land and buildings, change of land and building use and in the case of site approval.
- (8) An undertaking in Form - C in Annexure -III by the registered professionals to the competent authority in the case of developments such as Non High Rise Buildings and High Rise Buildings and other developments as may be decided by the competent authority.
- (9) The competent authority may seek any additional particulars as deemed fit for processing the application.
- (10) The applicant may address the competent authority for clarification before filing an application and such clarification shall be issued within 2 months from the date of receipt of application seeking such clarification.

5. **Scrutiny fees.**— (1) Scrutiny Fee means a fee for scrutinizing the applications, collected from the applicant along with the plan or revised plan or modified plan submitted by the applicant.

(2) Every application for planning permission shall be accompanied by a scrutiny fee as calculated in the following manner:

- (i) (a) Plans submitted along with planning permission applications per sq.m. of floor area of the building Rs.2.00
- (b) 1st revised plan per sq.m. of floor area of the building Rs.1.00
- (c) 2nd revised plan per sq.m. of floor area of the building Rs.0.40
- (d) 3rd revised plan per sq.m. of floor area of the building Rs.0.20
- (e) Subsequent revised plans Nil
- (ii) Layouts/subdivisions, reconstitutions per sq.m. of land area Rs. 0.75
- (iii) Re-classifications (lump sum) Rs.30,000
(for CMA)
Rs.20,000
(for other areas)

(3) In case of layouts or subdivisions or site approval applications, the rates of scrutiny fee shall be prescribed and notified by the Government from time to time

- (4) The Executive Authority of the Local Body may, for scrutinising the applications for Building Permit shall collect scrutiny fee from the applicants, along with the plan or revised plan or modified plan submitted by the applicant, at the rates as may be prescribed and notified by the Government from time to time
- (5) Scrutiny fee shall not be collected for Residential Projects where the size of dwelling units for Economically Weaker Section does not exceed 40 sq.m in plinth area each
- (6) In the case of reclassification the cost of publication of reclassification in Newspapers and Govt. gazette. (if the actual cost exceeds the said amount, the excess amount is also payable by the applicant)
- (7) Any other charges as levied by the competent authority from time to time.

6. **Plan Requirements.**— (1) The applications for planning permit or Building permit shall be accompanied as prescribed below:-

- (i) **Key plan** - drawn to a scale of not less than 1 in 10,000 showing the details of the boundary, location of the site with respect to neighbourhood landmarks, and existing network of roads or streets; the minimum dimension of the key plan shall be not less than 10 cm.
- (ii) **Topo Plan** - drawn to a scale of not less than 1 in 5000 showing the details of the following, which lie within a radius of 500 m:-
 - (a) the boundary location of the site with respect to neighbourhood landmarks,
 - (b) existing network of roads or streets with details of its widths,
 - (c) proximity to stone quarries, stone crushers, water bodies, Airport, Aerodrome, Air Force Station, cremation or burial grounds, railway tracks, and reserved forests indicating its distance from the site clearly; and
 - (d) such other particulars as may be prescribed by the competent authority.
- (iii) **Site plan** - drawn to a scale of not less than 1 in 500 for a site upto one hectare, and not less than 1 in 1000 for a site more than one hectare and shall show, —
 - (a) the boundaries of the site;
 - (b) the position of the site in relation to neighbouring street;
 - (c) the extent and dimensions of the site affected by any street alignment or road widening or proposed new road or missing link as per the approved Master Plan or Detailed Development Plan or as notified by the Local body;
 - (d) the name of the streets in which the building is proposed to be situated, if any;

- (e) all existing buildings standing on, over or under the site including service lines;
 - (f) the position of the building and of all other buildings if any which the applicant intends to erect upon his site in relation to,—
 - (1) the boundaries of the site and in case where the site has been partitioned, the boundaries of the portion owned by the applicant and also of the portions owned by others.
 - (2) all adjacent street, buildings with number of storied and height and premises within a distance of 15m of the site and of the contiguous land if any referred to in item (a) ; and
 - (3) if there is no street within a distance of 15m of the site, the nearest existing street.
 - (g) if the site is an unauthorised subdivision, then the details of the residuary plots or subdivisions including the details of the buildings or structures thereon;
 - (h) the means of access from the street to the building, and to all other buildings, (if any) which the applicant intends to erect upon the site.
 - (i) space to be left about the building to secure a free circulation of air, admission of light and access during emergency;
 - (j) vehicle parking arrangements;
 - (k) the width of the street if any in front and of the street if any at the side or rear of the building;
 - (l) the direction of north point relative to the plan of the buildings;
 - (m) any physical features, such as wells, drains, etc;
 - (n) alignments of the Low Tension or High Tension electric over head power lines or such underground cables if it lie within the site or within a distance of 10m. from the site, and the spatial location from the same to the building existing or proposed;
 - (o) rain water harvesting provisions as specified by the competent authority within the plot;
 - (p) provisions for water supply and sewage disposal system wherever required by the competent authority; and
 - (q) such other particulars as may be prescribed by the competent authority.
- (iv) Building plan with details of section, elevation etc. drawn to a scale of 1:100; the plans and details shall,—

- (a) include floor plans of all floors together with the covered area clearly indicating the size and spacing of all framing members and sizes of rooms and the position of stair cases, ramps and lift wells;
- (b) show the use or occupancy of all parts of the buildings;
- (c) show exact location of essential services (for example WC, bath and the like);
- (d) show plans, elevations & sections of Private Water Supply and disposal system;
- (e) include at least one elevation from the front showing the height of the building and rooms and also the height of parapet;
- (f) include at least one section through the stair case;
- (g) show all structures existing or proposed to be constructed within the site;
- (h) include the structural arrangements with appropriate sections showing type/ arrangement of footings, foundations, basement walls, structural load bearing walls, columns and beams, and shear walls and arrangement/spacing of framing members, floor slabs and roof slabs with the material used for the same including detailed structural drawing showing reinforcement details;
- (i) show all street elevations;
- (j) give dimensions of the projected portions beyond the permissible building line;
- (k) include terrace plan indicating the drainage and the slope of the roofs;
- (l) vehicle parking arrangements within buildings;and
- (m) give indications of the north point relative to the plan.

Note: The requirement of 1:100 is permitted to be flexible for specific details needed for further illustration; and also for drawings for these in digital form.

- (2) In case of subdivision or layout or reconstitution or amalgamation of land for building purposes, the application shall be accompanied by the subdivision or layout or reconstitution or amalgamation plan which shall be drawn to a scale of not less than 1:500 containing the following:—
 - (a) scale used and north point;
 - (b) the location of all the proposed and existing roads within the land including details of the extent and dimensions of the site affected by any street alignment or road widening or proposed new road or missing link as per the approved Master Plan or Detailed Development Plan or as notified by the Local body;
 - (c) alignments of the Low Tension or High Tension electric over head power lines or such underground cables, Solid waste dumping yards, Oil /Gas Pipe lines, CRZ line if it lie within the site or within a distance of 10m. from the site;

- (d) dimension of plot along with building lines showing the setbacks with dimensions within each plot;
 - (e) the location of existing drains, sewers, public facilities and services and electrical lines etc;
 - (f) a statement indicating the total area of the site, area utilised under roads, parks and playground, shops and other commercial spaces, schools, public purpose sites etc. along with the percentage;
 - (g) in case of plots which are subdivided with built up area, in addition to the above, the details on the means of access to the subdivisions from existing streets;
 - (h) if the site is an unauthorised subdivision, then the details of the residuary plots or subdivisions including the details of the buildings or structures thereon; and.
 - (i) such other particulars as may be prescribed by the executive authority of the local body.
- (3) For all High Rise buildings in addition to items specified in sub-rule (1), the following additional information shall be furnished or indicated in the building plan:—
- (a) access to fire appliances or vehicles with details of vehicular turning circles and clear motorable access way around the building;
 - (b) size (width) of main and alternative stair cases along with balcony approach, corridor, ventilated lobby approach;
 - (c) location and details of lift enclosures;
 - (d) location and size of fire lift;
 - (e) smoke stop lobby, door, where provided;
 - (f) refuse chutes, refuse chamber, service duct etc;
 - (g) refuge area, if any;
 - (h) details of building services – air conditioning system with position of fire dampers and mechanical ventilation system, electrical services, boilers, gas pipes etc;
 - (i) details of exits including provision of ramps etc., for hospital and special risks;
 - (j) location of generator, transformer and switch gear rooms;
 - (k) smoke exhaustor system, if any;
 - (l) details of fire alarm system net work;
 - (m) location of centralised control connecting all fire alarm systems, built-in fire protection arrangements and public address system etc;
 - (n) location and dimensions of static water storage tank and pump room along with fire service inlets for mobile pump and water storage and tank;

- (o) location and details of fixed fire protection installation, such as sprinklers wet risers, hose-reels, drenchers, etc;
 - (p) location and details of first aid fire fighting equipments or installations.
- (4) In case of Industrial Developments, the following additional information shall be furnished or indicated in the building plan:-
- (a) Details of the machines for manufacturing or production involved both existing and proposed;
 - (b) Details of the number of workers both existing and proposed;
 - (c) Detailed report on the raw materials used, process and machineries involved, effluent discharge methods proposed, product manufactured, power required (i.e. Low Tension or High Tension), action taken to alleviate or minimize its negative impact, if any, or the environment, etc.
- (5) Apart from the owner, the professionals to be involved, for different types of developments, in the preparation of plans and designs, supervision, quality control and ensuring completion as per the approved plan, shall be as prescribed below:—
- (a) Non High Rise buildings with height upto 12m. Registered Architect (RA) or Registered Engineer (RE)
 - (b) Non High Rise buildings with height more than 12.0m upto 18.30m Industrial Developments and Institutional Developments other than High Rise Buildings Registered Developer (RD), Registered Architect (RA) or Registered Engineer (RE), Registered Structural Engineer (RSE), and Registered Construction Engineer (RCE), Registered Geotechnical Engineer
 - (c) High Rise Buildings Registered Developer (RD), Registered Architect (RA) or Registered Engineer (RE), Registered Structural Engineer (RSE), Registered Geo-Technical Engineer (RGE), Registered Construction Engineer (RCE), and Registered Quality Auditor (RQA)
 - (d) Sub divisions Registered Architect (RA) or Registered Engineer (RE) or Registered Town Planner (RTP)
 - (e) Layout Developments Registered Developers (RD), and

Registered Architect (RA) or Registered Engineer (RE) or
Registered Town Planner (RTP)

- 7. Inspection.— (1) General Requirements.—** (a) Generally all development works for which permission is required shall be subject to inspection by the competent authority or an official nominated by the competent authority, as deemed fit, before issue of permission and also during construction.
- (b) The competent authority may cause inspection for such developments where its risk assessment deems it fit for inspection. In all cases inspection shall be carried out by professionals to be empanelled by the competent authorities. The qualifications and other conditions for empanelment of professionals for carrying out inspection shall be prescribed by the Government from time to time.
 - (c) A single joint site inspection shall be carried out by all the concerned authorities for issue of planning permit or building permit or completion certificate)
 - (d) The applicant shall permit authorized officers of the competent authority to enter the site at any reasonable time for inspection for the purpose of enforcing these rules.
 - (e) The applicant shall keep a copy of the approved plan at the premises where the development is permitted to be carried out.
 - (f) Before commencement of the building work at site for which building permission has been granted, the owner shall within the validity period of Building Permission give notice to the Authority, of his intention to start the work at the building site in Form 2 in Annexure - XIV.
- (2) **During Progress of Construction.—**Minimum Stages for recording progress, checking and issuing continuance certificate (For non High Rise Buildings above m in height)
- (i) Plinth,
 - (ii) Last storey.
- (b) At each of the above stages, the owner or developer through the Registered Architect or Registered Engineer shall submit to the designated officer of the competent authority a progress certificate in Form 3 and 4 in Annexure - XIV and the structural Inspection Report in Form 9 in Annexure - XIV. This progress certificate shall be signed also by the Registered Architect or Registered Engineer on record, Construction Engineer on record and structural engineer on record. The Structural Inspection Report shall be signed by the Registered Structural Engineer on record.

- (c) On receipt of the progress certificate from the owner or registered developer, through the Registered Architect Registered Engineer it shall be the duty of the competent authority, to check any deviation from the approved plan and convey decision within 15 working days to the owner or developer for compliance.